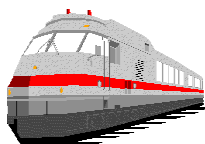


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If you have questions or comments on any information contained in *The Connection*, please contact Angela Knight at (360) 664-7654 or [angela.knight@ofm.wa.gov](mailto:angela.knight@ofm.wa.gov).



## Farewell to the Old FASTRACK Seagate Info 7.5 System!

Did you know that the FASTRACK Seagate Info 7.5 System is leaving the station and will be replaced by the Crystal Enterprise 10 (CE10) Professional? If you are currently a FASTRACK customer and have not yet migrated to the new CE10 system, don't delay. Access to the old system will be de-activated on May 31, 2005!

### All Aboard!

Nearly 1000 customers are already using the new system. The remaining customers will be migrated to CE10 by May 31.

*continued on page 3*



## New Releases of the Salary Projection System

The BASS team is currently working on the Salary Projection System (SPS) Release 1.5. In February, the team provided a release of SPS that allows identifying bargaining units on positions and projecting costs for COLAs by bargaining unit.

Release 1.5 will:

- Provide access for agencies outside the state firewall.
- Update information used in the Compensation Impact Model (CIM) shared by the Labor Relations Office or collective bargaining and OFM Budget Division for compensation analysis.
- Capture necessary information needed for collective bargaining.
- Replace the user interface used previously by agencies for the CIM data collection.

The BASS team is in the process of comparing the data elements in SPS with the data elements needed by CIM and evaluating possible solutions to fill the gaps.

*continued on page 9*





*Sadie Rodriguez-Hawkins*

## *Congratulations!*

Wendy Jarrett, Statewide Accounting Manager, and staff for your dedication and tireless efforts in producing the state of Washington's Fiscal Year 2004 Comprehensive Annual Financial Report (CAFR). Your efforts have resulted in the state's receiving its 18<sup>th</sup> consecutive *Certificate of Achievement* from the Government Finance Officers Association.

Many thanks also to Statewide Financial Systems and State Financial Management personnel for your contributions to this effort. Without your participation and professionalism in the preparation of the CAFR, this award would not be possible.

## Comments from the Assistant Director

*"Ideas are like rabbits. You get a couple and learn how to handle them, and pretty soon you have a dozen."*

—John Steinbeck

The quote above by John Steinbeck pretty much speaks to many of the articles in this edition of *The Connection*. One new idea led to another, and then another until we found ourselves with more ideas than time to implement them.

What you will read about in this publication are those ideas that either surfaced to the top, were deemed critical in planning for the future, or that you, our customers, identified as important to doing business effectively.

Some examples include the following (see complete articles for more information):

- The *Roadmap* – this effort continues to move along and has three major deliverables scheduled for completion by the end of April 2005.
- The Enterprise Architecture Group – this group is looking at the Commonality Principle that is focused at helping central service providers determine when something should, or should not, be common for the state as a whole.
- Accessible software – OFM is committed to providing software applications that are accessible to all users.

Coming to a decision as to which ideas merit the most attention is not easy. For starters, OFM's portfolio committee comprised of agency business and technical experts listen to agency staff as they present their ideas.

The committee then evaluates each idea in relationship to risk and value, and makes recommendations to OFM's Executive Management Team (EMT). Once the EMT has made its final determinations, they are included in the Agency Strategic Plan where they are tracked and measured.

As we continue to move forward and plan for a new biennium, I would like to take this moment to thank you for the role you play in helping us make the best decisions possible and for your willingness to share your expertise when we seek advice. Together, we set the direction the state needs to take to ensure efficiency, effectiveness, and accountability in government.

*An idea can turn to dust or magic, depending on the talent that rubs against it.*

—William Bernbach

## Farewell to the Old FASTRACK...

*continued from front page*

Check out CE10 by clicking the following link: <http://reporting.ofm.wa.gov/> or <https://fortress.wa.gov/ofm/reporting/> for customers outside of the state firewall.

Sign up for “FASTRACK Upgrade Refresher Training” at OFM via <http://www.ofm.wa.gov/training.htm>. This training is designed to help the current FASTRACK customer’s transition to the new CE10 environment.

However, training is NOT required to use the new system! A comprehensive *Quick Reference Guide* is available on the new FASTRACK Logon Screen within the “Reference” link to help you get started and understand all the great features, as well as the hardware/software requirements for the new system.

A big thanks to Departments of Corrections, Fish and Wildlife, Social & Health Services, Employment Security, and Military for helping us with the upgrade training to their own agency FASTRACK customers.

If you would like to start using the new system without attending the training, please notify the FASTRACK Help Desk at (360) 664-7791 immediately so we can update our Migration List.

The sooner you start using the new system, the sooner you can take advantage of the useful features and better performance.

This will also allow us to migrate all hardware capacity from the old system to fully support the new system. More hardware capacity means even better system performance.

For more information or questions, please contact Muoi Nguy, at [muoi.nguy@ofm.wa.gov](mailto:muoi.nguy@ofm.wa.gov) / (360) 664-7699.



### *Comments received from customers after they attended training and began using the new system:*

- “I love how much more user-friendly this interface is!”
- “After taking the class, I was really looking forward to an even better system and I’m not disappointed!”
- “The new system works even slicker than the old one.
- “The data importing is especially nice as I used to have to do TONS of tweaking when exporting into Excel, with data only, my tweak-time is almost nil.”
- “I love the ability to “reschedule” reports so that I don’t have to recreate the wheel if I screw up or if I need to change a few criteria.”
- “The recurring reports using calendar options are awesome!”
- “Love the feature for automatically e-mailing reports!”
- “I’m excited to get information faster using the schedule feature without the drop-down selection values.”
- “Thank you for bringing back the option of seeing other reports (from other staff).”

## Year-End is Fast Approaching!

### State Reporting - CAFR

Now is a good time to start preparation for closing Fiscal Year 2005. We encourage you to take advantage of the training classes we offer.

### Classes

We offer three types of classes. You only need to take one, depending upon your level of involvement in closing the year.

#### *Fiscal Year-End Update Class – 2 Hours*

Intended for personnel who have previously prepared year-end adjusting entries and completed disclosure forms. Discussions will include changes for fiscal year 2005, fiscal year-end closing dates, an overview of fiscal year-end transaction codes and proper completion of disclosure forms.

#### *Fiscal Year-End - Theory Class – 4 Hours*

Intended for new personnel who will not play an active role in the year-end process, but would like to learn more about it. The focus of this class is on fiscal year-end policies and procedures.

#### *Fiscal Year-End Workshop – 7 Hours*

Intended for personnel who will be directly involved in preparing year-end accounting entries and/or disclosure forms. The focus of this workshop is on preparing reconciliations, adjusting entries and actual "hands-on" computer time completing disclosure forms.

For dates, locations and registration, please refer to the OFM Accounting Spring Training Catalog at <https://wws2.wa.gov/ofm/training/training.asp>.

### Important CAFR Cut-Off Dates

<u>Date</u>	<u>Activity</u>
July 29	Phase I (Agency Accruals)
September 13	Phase II (Agency Adjustments)
September 21	State & Federal Disclosure Forms Due
October 11	Phase III (SAO Audit)

For additional information, please contact the Accounting Consultant assigned to your agency.

## Federal Reporting

September 21, 2005, is the due date for submittal of FY 2005 federal financial information. State agencies and institutions will again be required to utilize the electronic reporting module provided by OFM. Agencies will use the same federal forms and website mechanism utilized in FY 04.

### Classes

OFM will offer a two-hour workshop on using the reporting mechanism.

The workshop will also update users on the few system changes and any last minute changes prompted by the federal government's publication of the latest edition of the *Compliance Supplement*.

### *Federal Financial Assistance Workshops are scheduled for:*

<u>Location</u>	<u>Date</u>
Tumwater (Point Plaza West)	May 19 & June 1
Spokane (East WA Hist. Soc.)	June 14
Seattle (UW)	June 18

To register and/or obtain a description of the *Federal Financial Assistance Workshop*, please refer to the OFM Accounting Spring Training Catalog at <https://wws2.wa.gov/ofm/training/training.asp>.

### Additional Resources

Federal assistance reporting policies/procedures and federal assistance disclosure reporting structure can be found in Chapter 95 of the *State Administrative & Accounting Manual (SAAM)*.

If you have any questions regarding the workshop or federal assistance reporting policies/procedures, please contact Norm Johnson at: [norm.johnson@ofm.wa.gov](mailto:norm.johnson@ofm.wa.gov) / (360) 664-7676.

## Internal Revenue Service: Forms and Publications Update

In January 2005, the IRS updated their Taxable Fringe Benefit Guide for 2005.

This 117 page guide is used in the *Compliance: Taxable Fringe Benefits* classes conducted by the IRS and hosted by OFM.

### Links:

- [Taxable Fringe Benefit Guide](#)
- [Federal, State, and Local Governments Newsletter \(FSLG\)](#). The newsletter is published quarterly and provides good information.

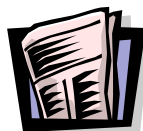
Both the Fringe Benefit Guide and the FSLG Newsletter provide a list of IRS contacts.

## IRS Requires Use of Revised Forms 941 and Schedule B

The Internal Revenue Service (IRS) updated its Form 941 and Schedule B for quarterly reports sent after December 2004.

Per the IRS, previous versions of the Form 941 and Schedule B cannot be used. The revised forms are dated January 2005.

A major change is that the new forms will be optically scanned by the IRS. Forms submitted must be in the exact format prescribed by the IRS. There are fill-in forms available on the IRS website.



[Click here to read the IRS Newswire on the new 941 Form](#)



[Click here for resource links to assist you](#)

## IRS Classes – Calendar Year 2005

The following Internal Revenue Service (IRS) training classes will be available during Calendar Year 2005:

<u>Topic</u>	<u>Date</u>	<u>Location</u>
Fed/State (IRS/SSA/ES)	May 12	Olympia
Fed/State (IRS/SSA/ES)	September 27	Olympia
Independent Contractor or Employee (IRS)	September 29	Olympia
Taxable Fringe Benefits (IRS) (Gen Gov't)	October 12	Olympia
1099 (IRS)	October 20	Olympia
Taxable Fringe Benefits (IRS) (Higher Ed) (Contingent to Higher Ed Payroll Group)	October 27	Olympia

This training will provide attendees with the most current IRS/Social Security regulations on the noted subjects. Agency personnel who have federal reporting responsibility are encouraged to attend.

On-line registration for these classes is available at our OFM website: <http://www.ofm.wa.gov/training.htm>. If enrollment assistance is needed, please contact our Training Line at (360) 725-5280.

Questions or suggestions regarding course content should be directed to Steve Nielson at [steve.nielson@ofm.wa.gov](mailto:steve.nielson@ofm.wa.gov) / (360) 664-7681.



## Who's New In Accounting?



**Billie Huston**

Billie Huston joined OFM's Enterprise Reporting team on February 1. Billie is an experienced programmer bringing valuable Crystal Reporting development experience to the team.

Billie was awarded a ATA in Computer Programming from South Puget Sound Community College in 1994. After graduation she moved to Vancouver, WA where she spent 8 years working in the telecom industry before deciding to move back to be closer to family. In the future, Billie plans to attend Evergreen State College to obtain her Bachelor's degree.

She has 2 children, a 13 year old daughter and a 4 year old son. She and her kids like to camp at Coos Bay, Oregon where they ride quads in the dunes and enjoy being with family. Billie can be reached at [billie.huston@ofm.wa.gov](mailto:billie.huston@ofm.wa.gov) / (360) 664-7782.

## Perspective on Internal Controls

The *State Administrative and Accounting Manual* (SAAM) Chapter 20 defines and provides guidance as to what internal controls are and some of the basic assumptions underlying a good management control system (which includes internal controls).

As its basis, it uses the integrated framework for internal control developed by the Treadway Commission in response to corporate fraud identified prior to 1992.

This framework is also known as the COSO report, whose authors said, "Internal controls promote efficiency, reduce the risk of asset loss and help ensure the reliability of financial statements and compliance with laws and regulations."

This comprehensive view of internal controls recognizes there is a synergy and linkage among the five components of control. The five components do not stand alone – they are intertwined.



In future issues of *The Connection*, we will explore each of these components and expand some to the new Enterprise Framework components COSO issued in September 2004.

In the summer edition, we will begin with a look at the very base of this pyramid: the Control Environment.

For more information on the subject of internal controls, please refer to the Administrative and Accounting Resource site at <http://www.ofm.wa.gov/policy/resource.htm> or contact Bob Lewis at [bob.lewis@ofm.wa.gov](mailto:bob.lewis@ofm.wa.gov) / (360) 664-7677.

## Who's Retired In Accounting?



**Wayne Johns**

February 28, 2005, marked the last day at OFM for Wayne Johns. After 23+ years of outstanding service to Washington State, Wayne decided to take the next step in the circle of life and move to the land of Retirement.

This will give Wayne and his wife more time to spend with each other and their grandchildren. Wayne has been an integral part of the Accounting Division since 1987.

He will be missed by all of us and we wish him and his family the best. We are starting the process of finding a replacement for Wayne. In the meantime, Marilei Amurao-Tabile has graciously consented to temporarily assume the responsibility as the primary contact for the Capital Asset Management System (CAMS). Phil Taylor has been assisting Wayne as the backup for CAMS. He will continue in that role and will also be a valuable resource for Marilei.

Marilei can be reached at [marilei@ofm.wa.gov](mailto:marilei@ofm.wa.gov) / (360) 664-7761. Phil Taylor can be reached at [phil.taylor@ofm.wa.gov](mailto:phil.taylor@ofm.wa.gov) / (360) 664-7712.



## Roadmap Program Begins Work on Solutions Framework

In early January, after reviewing the business benefits and business drivers, the executive sponsors authorized the project team to begin work on Milestone 2 - the second phase of the *Roadmap* planning process. Three major deliverables are scheduled for completion by the end of April 2005.

**Solutions Framework:** The project team worked with six focus groups to develop the first component of the Solutions Framework - a Business Function Model. The model provides the foundation for in-depth analysis of *Roadmap* business initiatives, projects, requirements, and data. The model is also a starting point for applying the ISB Enterprise Committee's commonality principle (*see article on page 8*).

The Business Function Model, with accompanying definitions and issues, is posted on the [Milestone 2 Deliverables](#) section on the *Roadmap* website. Please use the new Feedback function of the website to provide any comments or suggestions about the model to the project team.

In March and April, the work team will develop the timeline and sequence for *Roadmap* business initiatives, associated projects, and expected outcomes. The draft Solutions Framework will be presented to the executive sponsors and advisory group members for their review and validation in late April.

The approved Solutions Framework will be a comprehensive plan to guide decisions and investments in core financial and administrative policy, process, and systems over the next 6-10 years.

**Shared services delivery vision:** The second deliverable the project team is working on is a shared services delivery vision. To be successful, the *Roadmap* needs a clear vision of governance, organization, funding, and change management. The project team is researching core service delivery approaches in other states and conducting interviews with the *Roadmap* executive sponsors to get their advice and perspective. Shared service delivery options and recommendations will be discussed with the executive sponsors and advisory group in late April.

**Agency urgent business needs strategy:** One of the challenges facing the *Roadmap* is creating a process for meeting urgent business needs of agencies that cannot be deferred until *Roadmap* implementation. The project team is working on the principles and criteria for evaluating urgent business needs and helping agencies meet their needs with solutions that will complement the *Roadmap* enterprise direction.

### Benefits expected from the *Roadmap* (excerpt from the Project Charter):

- Provides a collaborative environment for identifying both problems and opportunities
- Provides a mechanism to enable agencies to move together on solutions in a common, leveraged direction, accommodating both urgent and long term needs
- Focuses on achieving business benefits to both individual agencies and the State
- Provides a repeatable process for validating, prioritizing, scoping, planning and delivery of each phase of the work
- Provides an opportunity to review and recommend removal of outdated or unnecessary administrative policies and regulations



The *Roadmap* Project website has moved to: <http://www.ofm.wa.gov/roadmap/default.htm>.

Please update your "favorites" list with the new web address.

## Striving for Accessible Software

The software applications deployed by Office of Financial Management (OFM) are becoming available to more state employees. OFM is committed to providing software applications that are accessible to all users. In 2003, 5.4% of Washington state employees, or 2,587 people, had reported some type of disability<sup>1</sup>. Disabilities can include varying degrees of vision impairment, compromised motor skills, cognitive disabilities, and hearing loss. As the workforce ages, the instances of these disabilities will increase.

In 2005, the OFM Statewide Financial Systems will adopt a framework and guidelines to support accessible software development. While it is cost prohibitive to retrofit existing products, project teams will apply these guidelines and the framework as we develop new products or begin major redevelopment efforts on existing applications. The Travel Voucher System (TVS) redevelopment effort that begins in August 2005 will be the first project to utilize the framework. Users can expect an increase in the accessibility of our products in 2006.

### What does “accessible software” mean?

Accessible software is software that can be used by those with disabilities. This may include providing both keyboard and mouse functionality for navigating through an application, writing code that can be interpreted by a screen-reader used by a sight-impaired person, or using straightforward, simple language that can easily be read and understood by those with limited cognitive ability. Both the federal government and the World Wide Web Consortium have developed standards (section 508 of the American Disabilities Act [508]) and guidelines (Web Content Accessibility Guidelines [WCAG]) to be used in application and web development.

OFM is in the process of developing standards and guidelines that meet or exceed both 508 and WCAG. This process involves incorporating those standards and guidelines into a framework that fits within our development model and includes information on what, why, and how, as well as references to the 508 and WCAG standards/guidelines. The framework will further assist project teams by providing a list of tasks for project team members to complete as part of project development and suggested tools to use.

Creating accessible software will not only make our applications accessible to everyone, but will also provide additional benefits for all users.

The underlying premise of accessible software is that there is more than one way to complete any task. This will translate into increased flexibility in the use of software for all users regardless of their computing needs and style. As an example, the voice recognition software used in your cell phone was originally developed to assist the blind.

The framework and guidelines are being developed by a team of state employees involved in the DOP-sponsored University of Washington Project Management Certification Course. The course and project will conclude in May 2005.

Team members are Kevin Ryser, Chandra Moss, and Amy McMahan of the Department of Social & Health Services; Pam Koch of the Legislative Service Center; and Vicki Rummig of OFM. Any questions or comments regarding the guidelines or framework can be directed to Vicki Rummig at [vicki.rummig@ofm.wa.gov](mailto:vicki.rummig@ofm.wa.gov) / (360) 725-5268.

### (Endnotes)

<sup>1</sup> Governor's Affirmative Action Policy Committee 2003 Annual Report  
<http://hr.dop.wa.gov/wfd/GAAPCom-Annual-Report.pdf>

## The Commonality Principle

One of the goals of the *Roadmap* Project is to ensure the solution it develops is closely aligned to the future architectural direction of the state. To help accomplish this, the project has been engaged with the Enterprise Architecture (EA) Committee of the Information Systems Board (ISB). An important tool to help with this alignment is a set of ISB-approved EA principles to help guide decision-making.

The first of these principles is called the Commonality Principle, and is focused at helping determine when something should be common for the state or not. The other principles are focused around alignment to Priorities of Government, designing with a customer viewpoint, ensuring business continuity, and more. The *Roadmap* Project uses these principles as guideposts as it makes decisions by weighing the alternatives in the decision, and determining which of the alternatives best accomplishes the intent of the principle.

By using this approach, the project can help design a solution that not only meets the current business requirements, but will also be more likely to meet future needs.





## And the winner is.....

Three of our division managers recently received individual recognition for their outstanding efforts in public service management. Congratulations go to:

**Dennis Jones**, Statewide Financial Systems Manager, who received a Director's Award in January for his strong leadership, steady management, and continued dedication to OFM and public service.

**Sadie Rodriguez-Hawkins**, who received a Distinguished Service Award in March from the National Association of State Comptrollers (NASC) for her contributions and outstanding leadership in promoting the nationwide benchmarking project.

**Yolanda Wilson**, Small Agency Client Services Manager, received recognition for her service and dedication from former Governor Gary Locke.

## New Releases of the Salary Projection System . . .

*continued from front page*

It is our intent that SPS will be available as a replacement for the Compensation Impact Model – Agency Interface (CIM-AI) used by agencies to provide data during the last round of collective bargaining. The extent and complexity of changes for Release 1.5 are being determined based on the availability of time and resources.

We are also starting the planning for Release 2 of SPS. This release will accommodate changes resulting from the new civil service rules and the new Human Resource Management System being implemented by the Department of Personnel (DOP). The scope and timelines for Release 2 are still being developed as we continue to work with DOP to understand the rules, data, and system impacts.

Any questions or comments regarding the Salary Projection System can be directed to Art Overman at [art.overman@ofm.wa.gov](mailto:art.overman@ofm.wa.gov) / (360) 725-5271.